



SANTA BARBARA CITY COLLEGE  
 Student Finance, 721 Cliff Drive, Room A-130F, Santa Barbara CA 93001  
 Contact: Nicole Hubert x4187 / nchubert@pipeline.sbcc.edu / cashiers@pipeline.sbcc.edu  
**TRUST & AUXILIARY FUNDS TRANSFER REQUEST**

**Funds Transfer Guidelines:**  
 \* Turn in completed form to Student Finance by scanned email or hard copy in inter-office mail. Alternatively, you may complete the Google Form option on our website for processing.

- 1) A funds transfer moves fund balances, partial or full, SBCC Fund from one fund to another. Please DO NOT use this form to transfer funds from the Foundation.
- 2) T&A Funds require a current Fiscal Year Signature Card on record and two of those signers approving the transfer.
- 3) Transfer request must be consistent with Fund expectations, as per Signature Card.
- 4) To expedite this request all applicable information above needs to be completed.
- 5) Fund transfer requests are subject to audit approval before being processed.

Request Date \_\_\_\_\_

Effective Date \_\_\_\_\_

Fund Name	Fund	Organization	Account	Program	Activity	<i>Increase Expense</i> (+) = To	<i>Decrease Expense</i> (-) = From
Total \$						\$ -	\$ -

(+) and (-) must equal

**Reason for Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Supporting Documentation? Please attach supporting documentation as necessary:*

Submitted No Supporting Documentation

**Approved Signer #1 Approval**

Name Signature Date

**Approved Signer #2 Approval**

Name Signature Date